

CITY OF ATLANTA, GEORGIA

CLASSIFICATION SPECIFICATION

Job Title: Data Entry Clerk

Date: 1995

Purpose of Job

The purpose of this job is to perform data entry services and administrative tasks for an assigned department. Duties include, but are not limited to: entering data and pertinent information into a computer system; verifying accuracy of data entered; researching and locating records; answering the telephone, directing calls and/or providing information; and typing routine correspondence and maintaining files, records and logs.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Administrative Duties:

- Enters data and pertinent information into computer following the format displayed on the screen.
- Compares data entered with source documents, or re-enters data in verification format on screen to detect errors; deletes incorrectly entered data, and re-enters correct data.
- Retrieves data from computer in order to compile and print various documents which may include work sheets, directories, billings, and/or notices; tracks number of printouts and logs downtime.
- Substitutes for co-workers in temporary absence of same; performs other administrative tasks as assigned.
- Types letters, memoranda and other routine correspondence; compiles, prepares and distributes various departmental reports.
- Performs general administrative duties to include answering the phone, making photocopies of documents, and picking up and dropping off departmental mail.

Communication:

- Responds to questions, complaints and requests for information by telephone, in person or by mail from customers, departmental personnel, employees, and supervisors.

- Answers the telephone; provides information, advice and guidance; takes and relays messages and/or direct calls to appropriate personnel; returns calls as necessary.
- May greet visitors, ascertain nature of business, assist and/or direct visitors to appropriate person.
- May operate switchboard, providing information or routing calls to appropriate personnel.

Planning and Organizing:

- Organizes and prioritizes daily work assignments; works to meet the goals and objectives of the department.
- Inventories office supplies and equipment, and orders and maintains sufficient amounts to ensure adequate supplies are available to perform daily tasks.

Record Keeping and Documentation:

- Types letters, memoranda and other routine correspondence; and compiles, prepares and distributes various departmental reports.
- Maintains data entry records, reports and documents and files same systematically.

Marginal Job Functions

- Performs other related duties as required.

Knowledge of Job

Has ability to maintain an assortment of records, reports and information in an effective manner. Has the ability to communicate effectively with supervisors and other staff members. Has the ability to use independent judgement in routine situations. Has the mathematical ability to handle required calculations. Is able to utilize and understand data entry applications and techniques. Is able to comprehend and apply regulations and procedures. Is capable of working under a minimum degree of stress related to duties that require constant attention to detail and tight deadlines. Has good working knowledge of procedures and methods as required in the performance of duties.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED required; one year data entry experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of job related machines and/or office equipment. Must be able to move or carry job related objects or materials. Physical demand requirements are at levels of those for sedentary or office environment work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to communicate with people to convey or exchange professional information.

LANGUAGE ABILITY: Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures. May require the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to communicate with and before others using correct English.

INTELLIGENCE: Requires the ability to learn and understand subject matter principles and techniques; to make independent judgments in absence of supervision within the scope of respective job duties and tasks; to acquire and be able to expound on knowledge of topics related to primary occupation.

NUMERICAL APTITUDE: May require the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same as may be appropriate.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to utilize job related equipment in the course of accomplishing job duties and tasks associated with respective primary duties.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving the receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.